

## Instructions for Submitting FORMS II Lite™ XML TR/COCs for Non-CLP Analytical Services

FORMS II Lite users may now submit ANSETS data using the FORMS II Lite Traffic Report/Chain of Custody Form (TR/COC) export. The following are general instructions for exporting FORMS II Lite data. If you have questions or need assistance, please contact Willie Wong at (703) 603-8846, or the FORMS II Lite Help Desk at (703) 715-4474.

### Entering Appropriate Information into FORMS II Lite

Use the Wizard to enter data into Steps 1 through 7. For more information on this process, please see the FORMS II Lite User's Guide, which is provided on the installation CD in PDF format.

Note: In Step 1, be certain that required ANSETS fields are completed: State; Project Number; Regional Project Code; DAS Number; CERCLIS; Op Unit; Site Action; Funding Lead; EPA Project Leader; and Sampling Company.

### Creating a TR/COC Export

The Export TR button is available on the "Print/View a Specific TR" screen (this is the last screen of the Wizard) and is also available by selecting "Print/Preview TR" from the "Reports" option under the "Tools" section of the main menu bar.

- a. Click on the "Export TR" button.
- b. A list of available TR/COCs for the current site will be displayed in the "Export TR" window. Select the TR/COC(s) you would like to send for ANSETS, check the box for "Include Site and Field QC Information", then click "Export TR".
- c. Select the drive and directory where the file will be saved, and make a note of the location.
- d. Name the file with the site name, followed by an underscore and the month of the activity and the year (e.g., ExampleName\_112002).
- e. Click the "Save" button.

### Submitting the Exported Files to the ANSETS Program

- a. Send all of the exports for a reporting period in a single email. Type the name of the site in the subject field if a single site is being sent, or type "Multiple Sites" if more than one site is being sent.
- b. It is recommended to archive multiple files into a single .zip file using WinZip or other file compression software.
- c. Additional data that must be provided within the email message is as follows:

- i. City where each site is located;
  - ii. Cost of the analytical services being performed (by laboratory); and
  - iii. Name, organization, and the date on which the data were compiled.
- d. Email the file(s) to Willie Wong at EPA's Analytical Operations/Data Quality Control Center (AOC) at [wong.willie@epa.gov](mailto:wong.willie@epa.gov) no later than 15 days after the end of the bi-monthly sample collection period (i.e., bi-monthly submissions are required). The preferred reporting schedule is provided below.

<b>Sample Collection Time Period</b>	<b>Submission Deadline</b>
January 1 – February 28	March 15
March 1 – April 30	May 15
May 1 – June 30	July 15
July 1 – August 31	September 15
September 1 – October 31	November 15
November 1 – December 31	January 15

If a different reporting schedule is specified in your contract, follow the contractually required reporting schedule.

- e. Diskettes may be mailed to the following address:

Willie Wong  
Ariel Rios Building (5204G)  
1200 Pennsylvania Ave., N.W.  
Washington, DC 20460